

**\*\*\*This is only a preview of the Training and Experience Evaluation questions. To take the actual Training and Experience Evaluation, please go back to the official bulletin and click the link at the bottom.\*\*\***

## **Training and Experience Evaluation**

### **Labor Relations Manager 1 & 2**

#### **Consortium Project**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience Evaluation used to evaluate your education, training, and experience relevant to the position.

This Training and Experience Evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position. You may wish to have a list of your professional and educational references available; this information will be useful when completing the examination.

---

---

**Verification References**

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.

**EMPLOYMENT**

**Job Reference 1**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**Job Reference 2**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**Job Reference 3**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**Job Reference 4**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**Job Reference 5**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**Job Reference 6**

Job Title:

Organization Name and Address:

Dates Worked: From:  To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

**EDUCATION**

**Education Reference 1**

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From:  To:

**Education Reference 2**

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From:  To:

**Education Reference 3**

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From:  To:

**Education Reference 4**

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From:  To:

**VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.**

Before a hiring decision will be made, your responses to exam questions will be verified. A hiring manager or personnel staff member may contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

## **Section 1: Tasks**

### **Instructions:**

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, WORK EXPERIENCE, and/or TRAINING whether paid or volunteer.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education and experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

ITEM	TASK STATEMENT [INSERT TASK STATEMENT HERE]			
		TIME/DURATION:	QUALIFICATIONS:	REFERENCES:
EXPERIENCE	Describe your work experience relevant to performing <u>this task</u> , both paid and volunteer.	I have <b>Choose an item.</b> experience performing <u>this task</u> .	Provide relevant examples of the more complex work you have been responsible for that supports your ability to perform <u>this task</u> (1000 characters max):  <input type="text"/>	Identify the references who can verify this information: <input type="checkbox"/> job ref. 1 <input type="checkbox"/> job ref. 2 <input type="checkbox"/> job ref. 3 <input type="checkbox"/> job ref. 4
		I have performed <u>this task</u> <b>Choose an item.</b> times.		
EDUCATION	Describe your education relevant to performing <u>this task</u> ?	I have completed <b>Choose an item.</b> units of college level courses directly related to performing <u>this task</u> .	List the relevant courses you have taken that are verifiable on a transcript, and any awards or special recognitions you have received with regards to <u>this task</u> (1000 characters max):  <input type="text"/>	Identify the university where this education was received: <input type="checkbox"/> educ. ref. 1 <input type="checkbox"/> educ. ref. 2 <input type="checkbox"/> educ. ref. 3 <input type="checkbox"/> educ. ref. 4
TRAINING	Describe your training relevant to performing <u>this task</u> ?	I have completed <b>Choose an item.</b> hours of training directly related to performing <u>this task</u> .	List all class titles relevant to performing <u>this task</u> , and/or any certifications or acknowledgements received (1000 characters max):  <input type="text"/>	Provide the name and contact information of someone who can verify this information:  <input type="text"/>

ITEM #	Tasks
1	Providing recommendations, advice, and direction to relevant parties regarding employee labor complaints/grievances, responses, interpretation, and application of the provisions within Memorandum of Understanding/labor agreements.
2	Providing advice to stakeholders regarding the development of policies that impact the labor force in order to avoid legal complications.
3	Reviewing, researching, and analyzing employee labor complaints/grievances to determine merit, and to offer resolution and/or potential settlement.
4	Preparing written employee labor complaints/grievances and/or responses to such complaints/grievances in compliance with the Memorandum of Understanding/labor agreement.
5	Facilitating meetings with management teams to communicate an understanding or reach a consensus regarding labor issues.
6	Determining when to issue notices to employee organizations regarding impact of program changes on wages, hours, and other terms and conditions of employment.
7	Researching, interpreting, and applying regulations and policies in State law to ensure appropriate compliance.
8	Serving as a negotiator to resolve labor relations issues for management, employees, and union representatives.
9	Facilitating labor management meetings to discuss and/or resolve labor issues.
10	Serve as a representative in various settings (e.g., contract negotiations, impact negotiations, unfair labor practice hearings, arbitrations, mediations, civil service hearings, grievance conferences, meetings) to protect employer or employee interests, and to resolve confidential and sensitive employment issues.

<b>11</b>	Training managers, supervisors, and confidential employees on areas of labor relations (e.g., contract administration, grievance handling, arbitration, unfair labor practices, impact bargaining, working with job stewards, basic/advanced supervision) to provide consistency in the application of labor agreement provisions and labor relations policy.
<b>12</b>	Evaluating staff job performance, identifying training needs, and providing guidance that promotes professional development.